

Graphic Schedule Instructions

(For use with Windows Vista, Office 2007)

The purpose of the Graphic Schedule is to provide a visual representation of the person's typical weekly schedule. The typical schedule in the CPOC may not be easy for consumers and families to understand. The Graphic Schedule allows use of everyday symbols to show ways of using IFS and unpaid supports.

The Graphic Schedule should be opened in the Microsoft Office Excel program. The program icon looks like



The Excel program uses a spreadsheet format based on a table grid. Each box of the table grid is called a "cell." Each cell functions independently. Thus, you will enter into each cell the distinct item that you wish to appear.

What you see when you first open the Graphic Schedule is an example. You will want to customize the schedule to match each person's individualized typical weekly schedule.

A. Individualizing the schedule:

- 1) In the yellow cell at the top of the page to the right of "**Name**," enter the person's name.
 - a) Click (single left click) in the yellow cell area of B.1. The yellow cell area will show a heavy outline. This means you have selected the cell for typing or pasting.
 - b) Type in the person's name.
 - c) When you are finished typing the name, press "TAB" on your keyboard 2 times [left side of the keyboard]. This will place you in the yellow cell for the next step.
- 2) In the yellow cell at the top of the page to the right of "**Date of Plan**," enter in the CPOC annual start date:
 - a) If the cell is not already highlighted, click (single left click) in the yellow cell area of G.1. The yellow cell area will show a heavy outline. This means you have selected the cell for typing or pasting.
 - b) Type in the person's CPOC annual start date in the format: Month Day, Year (e.g. May 12, 2009).


B. About the Graphic Schedule Set-Up:

- The days of the schedule begin with Sunday and end with Saturday (see Row 2 going across). The times of the schedule begin with 12:00 a.m. and end with 11:00 p.m. (see Column A going down). Each cell represents one hour. **Do not alter the day and time cells.**
- In the NOW service, nighttime hours begin at 10:00 p.m. and extend until 6:00 a.m. These hours are designated by a moon symbol on the left-hand side of each cell and darker cell shading. Daytime hours begin at 6:00 a.m. and extend until 10:00 p.m. Daytime cells do not have a moon symbol.
- Paid supports = gray shading. Night paid supports are darker than daytime paid supports.

- Unpaid supports or alone time = white background. This means that no paid staff are present and offering supports.
- Paid supports may not always be provided for a full one-hour time period. Paid supports that are only provided for 30 minutes out of an hour are represented in the symbol key by a diagonal line across the cell. These are referred to as “intermittent supports” since the person is receiving supports on an intermittent and not continuous basis.
- The key at the bottom of the schedule provides symbols that represent different uses of the IFS service, as well as different types of unpaid supports.

C. Using the Key to Customize the Day/Time Elements of the Graphic Schedule:

You can customize the graphic schedule by pasting in graphic elements from the Key [at the bottom of the Excel page] into specific day/time cells to reflect the person's individualized routine.

- 1) Click (single left click) on the graphic in the Key that you wish to use. (e.g. ) The cell area will show a heavy outline. This means you have selected the cell for typing or pasting.
- 2) Go to the top of the computer screen to the menu bar. Click on the HOME tab.
- 3) Look for the CLIPBOARD menu.
- 4) Click (single left click) on the COPY icon (looks like two pieces of paper).
- 5) The cell border will activate.
- 6) Click (single left click) on the cell in the schedule that reflects the day and time you wish to insert the graphic you have chosen [e.g. Monday at 9 AM]. The cell area will show a heavy outline. This means you have selected the cell for typing or pasting. The cell in the Key that you selected earlier should continue as active.
- 7) Go to the top of the computer screen back to the CLIPBOARD menu.
- 8) Click (single left click) on the PASTE icon (looks like clipboard with paper).
- 9) The graphic that you chose in the Key will appear in the schedule.
- 10) If you make a mistake, go to the top of the screen just below the menu bar. Click (single left click) on the UNDO icon (blue arrow curving downward).
- 11) Fill in the entire schedule using the copy and paste function. Copy items from cells in the Key and paste them into the schedule.
- 12) Make sure to re-check the schedule when you are done. Do not leave elements from the example in your newly individualized schedule.
 - a. NOTE: If a person has unsupported hours, make sure to follow steps 1-9 to select, copy, and paste into the cells the type of unsupported hours the person is using. Do not leave the cell blank.

D. Pasting in multiple cells in a row (top to bottom, side to side)

Notice in the Graphic Schedule example that a person may use two, three, or more hours in a row of the same type of service. There is a shortcut you may use to quickly enter in the exact same Key graphic in cells that are next to each other.

Example of when you would want to use this function:

If a person uses 2:1 daytime supports every morning Monday thru Friday from 6-9 AM. You can use this shortcut to paste in the exact same Key graphic cells in Monday thru Friday.

- 1) Follow the instructions to place the correct Key graphic in the first cell you plan to copy. See above part C, steps 1-12.
- 2) Click (single left click) on the cell in the Schedule containing the symbol you wish to copy to other cells in the row (side to side) or column (up and down). A white border will appear around the chosen cell.
- 3) At the bottom right-hand corner of this white border is a small “+” sign. Click directly on the “+” sign and **hold your mouse button down** (do not raise your finger up after clicking).

- 4) While holding down on the click button, drag the mouse over to the nearby cells you wish to change. The click-and-drag motion will create borders around and “highlight” the other chosen cells.
- 5) When you release the click button, the highlighted cells will change to show the new symbol.

E. To shade/un-shade or change the color of a cell:

The shading in the cells indicates an unpaid (white) versus a paid (gray) hour. Paid (gray) hours are further distinguished by night (darker) and day (lighter) hours.

If you use part C, steps 1-12, pasting in items from the Key will automatically change the cell color to match the Key item. **It is recommended that you use the steps in part C to manage cell shading.**

However, there may be other times that you wish to change the shading or color of a cell, especially if you are using a color printer. Changing this takes a few steps.

- 1) Click (single left click) on the cell in the Schedule you wish to change.
- 2) Go to the top of the computer screen to the menu bar. Click on the HOME tab.
- 3) Look for the CELLS menu.
- 4) Select FORMAT. A drop-down menu will appear with a variety of options.
- 5) Select FORMAT CELLS. A dialogue box will appear with a variety of options.
- 6) Click on the FILL tab at the top of the dialogue box.
- 7) A variety of “background colors” are offered. Choose the one you want by clicking on the color. Cell patterns are also available in the drop down menu.
- 8) Click on the background color or pattern you wish to use. Your selection will appear in the “Sample” area.
- 9) Once your choice is made, click OK at the bottom of the dialogue box.
- 10) The FORMAT CELLS dialogue box will disappear, and the cell will become the chosen color.

F. Showing paid supports for 30 minutes (not a full hour):

Partial hour 1:1 night and 1:1 day options are available in the Key. Copy and paste these into the appropriate cell of the Schedule using instructions in part C, steps 1-11. **It is recommended that you use the Key and steps in part C to show 1:1 supports.**

Less than one hour coverage is shown with a slash (or diagonal line) through the middle of the cell. You may wish to show supports offered in less than an hour for 2 person or 3 person options. This graphic is not provided in the Key for 2 and 3 person shared supports, so you will need to create the cell design by following these steps:

- 1) Follow the instructions in part C, steps 1-12 for copying and pasting into the appropriate cell of the Schedule the number of people sharing and day/night support being used.
- 2) Click (single left click) on the cell in the Schedule you wish to change.
- 3) Go to the top of the computer screen to the menu bar. Select the HOME tab.
- 4) Look for the CELLS menu.
- 5) Select FORMAT. A drop-down menu will appear with a variety of options.
- 6) Select FORMAT CELLS. A dialogue box will appear with a variety of options.
- 7) Click on the BORDER tab at the top of the dialogue box. A variety of borders are offered.
- 8) Select the slash (or diagonal line) through the middle of the cell located in the BOTTOM RIGHT by clicking on the option.
- 9) An example of what the slash will look like will be shown in the middle of the dialogue box. Look at the example and make sure that you have turned on the slash.
- 10) Click OK at the bottom of the dialogue box.
- 11) The FORMAT CELLS dialogue box will disappear, and the cell will show the slash line.